

CUW Documentation WebCT 6– Syllabus Tool

If I am to speak ten minutes, I need a week for preparation; if fifteen minutes, three days; if half an hour, two days; if an hour, I am ready now. – Woodrow Wilson

Description:

The WebCT Syllabus Tool is a two part tool that allows instructors to either build a syllabus within WebCT by selecting and adding the appropriate sections that are needed for the syllabus, or by linking to an existing syllabus document that has already been created.

Features:

The WebCT Syllabus Tool can be used to quickly build a rich syllabus of information help provide the information that students need to succeed in courses.

Limitations:

The WebCT syllabus tool can be limited in accessibility and function when used in the linked file mode, linked files can only be HTML or TXT files.

Good Teaching Practices:

Good practice encourages student-faculty contact: Your syllabus is the contract with your students, and the plan for the course that the students have entered into with you. Getting this information to the students is vital to student success.

Good practice encourages active learning: Learning is not a passive activity. By giving students the syllabus you are giving them responsibility for learning by giving them the action plan.

Good practice emphasizes time on task: Providing the syllabus gives students the plan for the course so they can see what activities are coming and how to plan for them accordingly, as well as coordinate with other activities that may be happening in their life.

Good practice communicates high expectations: Providing the syllabus gives the students the plan and expectations for the course and lets them know what is expected of them to successfully complete the course.

Adding the Syllabus Tool

Before you can use the Syllabus Tool you first need to add it to your course. Follow the steps listed below to add the Syllabus Tool to your course.

1. Open the course you want to add the syllabus tool to.
2. Enter in to a designer or instructor mode by clicking either **Build** or **Teach** buttons respectively.
3. Click the **Manage Course** button, and then click the **Tools** link.
4. Check the box to the left of the **Syllabus** tool.
5. Click the **Save** button to save the settings, or press the **Cancel** button to leave the course as it was.

Syllabus Tool Modes

The Syllabus Tool has two distinct modes. The default mode is to use the syllabus creation tool. To change the mode from either syllabus tool or syllabus file you need to select the appropriate entry from the Content Section. In switching from syllabus tool to syllabus file you will see a file dialog with a browse button appear in the main content area.

Adding Syllabus Items


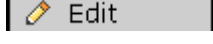


In syllabus built-in mode you need to add the items of the syllabus that you would like to use in your syllabus. The syllabus item types that you can add are

Goals	Custom
Policies	Lesson
Course Requirements	Resources


1. To add a syllabus item choose the item type that you would like to add from the **Add Syllabus Item** drop down box.
2. In the window that appears, enter the appropriate information in the provided text areas and press the **Save** button to save or add the item, or press the **Cancel** button to leave the syllabus as it was.

Editing Sections



Editing: Syllabus items that you have already added can easily be edited. To edit a section, follow the steps listed below.



1. Select the item you would like to edit by either clicking on the section title, or clicking the  box and then clicking  from the menu.
2. Make the appropriate changes to the text sections and press the  button to save add the item, or press the  button to leave the syllabus as it was.

Deleting: You can remove items that you have added following the steps listed below.



- Select the item you would like to delete from the syllabus by checking the box to the left of the syllabus item and pressing the  button.

OR



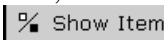
- Click the  to the right of the item you would like to delete and then click  from the menu.

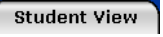
Change Order: You can change the order or entire sections to format the syllabus the way that you would like it presented to students. To move an item in the syllabus above or below another item first select the item by checking the box to the left of the item title. Click the  to move the item ABOVE the item to the right of the  that you just clicked.



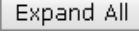
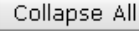
Hiding / Showing: You can hide or show specific items in the syllabus from students. Follow the steps below to Hide or Show an item.

Select the Item to hide or show by checking the to the left of the item title. Click  button to hide the item, or click the  button to show the item again.

OR

Click the  to the right of the item that you want to show or hide, and select  to hide the item, or  to show the item.


Note: As an either Instructor or Designer you will be able to see the all the items regardless of if they are hidden or not (Hidden Items will show (Hidden) to the right of the item title.) Items that are hidden will not be visible if you are working in the  mode.


Expanding / Collapsing items: You can expand or collapse items to get a better view of the content that you currently are using. Click the  button to expand an item or  to collapse the item. You can also click the  or  to expand or collapse all items respectively.



Linking to a file

In file mode you link the syllabus tool to a specific document that you have already created. Syllabus files must be either plain text or html documents. If you use a document type other than txt or html (like Adobe PDF, Microsoft Word, Microsoft Excel...) the student will be prompted to either save or open the document each time it is viewed.

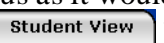


To link the Syllabus Tool to a document follow the steps listed below.

1. Click the  button from the Main content area.
2. From the Content Browser window select the file in the and by clicking the [Radio] button to the left of the file.

Note: Adding New Files: To select a file from your computer that is not currently loaded into WebCT click the  button. Find and select the file you would like to use and click the Open button.

3. Click the  button to use the select file as your syllabus, or click the  button leave the syllabus file as it was.

Viewing syllabus

To view the syllabus as it would be shown to students click the  button. To make changes click either the  or  buttons to get back into an editing mode.

Additional Resources:

These links may provide some additional help

- Concordia's policies on syllabi can be found in the faculty handbook.
- The help built in WebCT: clicking help on any WebCT page will bring up help specific to the tool you are working with.
- Concordia's Instructional Design Center.
<http://www.cuw.edu/idc>